



## **ICBR Secretary/Treasurer**

Term: 1 year with automatic assentation to ICBR Chair-Elect, Chair then Immediate Past Chair (4-year total commitment).

## **About ICBR Council (6 Members):**

The ICBR Council meet in conjunction with the CREA Board of Directors four times each year. If there are specific REALTOR issues not on the joint agenda a short ICBR Council only session will be arranged immediately prior to/after joint meeting. Two meetings will be via Zoom and two will be in-person in Indianapolis (with Zoom option if needed). The ICBR Council will work in partnership with the Commercial Real Estate Alliance of Indiana (CREA-IN) Board of Directors (see page 2) to serve the commercial real estate industry in Indiana.

ICBR Council members include:

- ICBR Chair
- ICBR Chair-Elect
- ICBR Secretary/Treasurer
- Immediate Past President
- CREA-IN Secretary

The ICBR Chair will also serve on the CREA-IN Executive Committee (meets monthly via conference call when there is not a CREA-IN Board of Directors meeting) and the CREA-IN Board (meets twice in-person in Indianapolis and two or three times via conference call).

## **Responsibilities/Time Commitment:**

- Attend all Council Meetings (Four per year - two Zoom/two in person – two hours each)
- Become knowledgeable about the association
- Attend Board meetings prepared and informed about issues on the agenda including giving a financial report.
- Contribute to meetings by expressing one's point of view with the best interest of the association in mind
- Actively participate in the board's annual evaluation and strategic planning efforts.
- Volunteer for and willingly accept assignments and complete them on time.
- Attend CREA/ICBR events.
- Promote CREA/ICBR membership and events.
- Review financial statements and monthly invoices (electronically).

*Note: ICBR Chair also participates in CREA EC Meetings.*

## New CREA-IN Board Structure (21 Members):

- 12 elected members + 9 appointed industry representatives
- Elected members can be REALTORS or CREA-IN members (not IAs).
- Non-member industry representatives can serve as non-voting board members.

